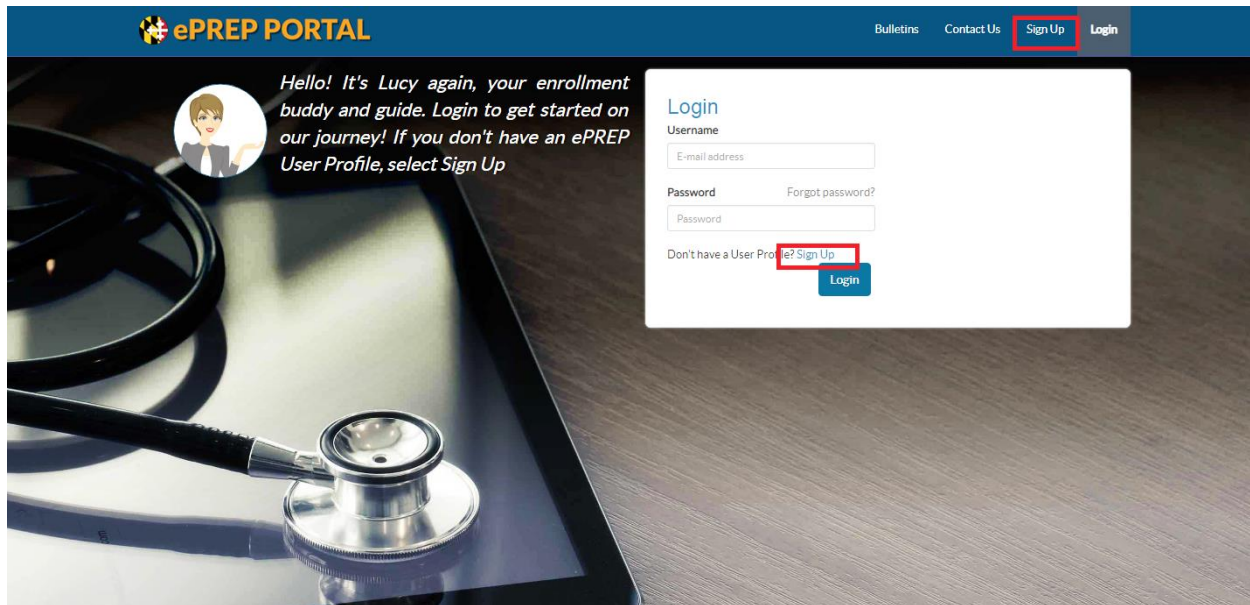


EPREP FOR LOCAL LEAD AGENCIES, LOCAL EDUCATION AGENCIES, AND NONPUBLIC SCHOOLS

Access ePREP by entering the URL into your browser: ePREP.health.maryland.gov

Setting Up Your User Profile

STEP 1: Once you enter the ePREP URL, the screen below appears. Lucy, ePREP's guide, introduces herself on the left side of the page. Click "Sign Up."



ePREP PORTAL Bulletins Contact Us **Sign Up** Login

Hello! It's Lucy again, your enrollment buddy and guide. Login to get started on our journey! If you don't have an ePREP User Profile, select Sign Up

Login

Username
E-mail address

Password Forgot password?
Password

Don't have a User Profile? **Sign Up** **Login**

STEP 2: Once you've selected "Sign Up," ePREP asks you to enter your personal information. Once entered, select "Continue."

ePREP PORTAL Bulletins Contact Us **Sign Up** Login

Welcome! Thank you for your interest in ePREP Portal. Setting up your User Profile will take just a few minutes.

Sign Up

First name
First name

Last name
Last name

Phone number
Phone number

Email address
E-mail address

Re-enter email address
E-mail address

Password
Password

Re-enter password
Re-enter password

STEP 3: The next screen will list password recovery questions. Provide corresponding answers to the questions you select and enter your recovery email address. Then select "Sign Up."

* NOTE: MDH recommends using a separate email address for the recovery email address when possible.

ePREP PORTAL Bulletins Contact Us **Sign Up** Login

Just in case you forget your password (we're all bound to at some point) I will need some help verifying who you are. Please answer some recovery questions.

Password Recovery

[Select Recovery Question 1] ▼

[Select Recovery Question 2] ▼

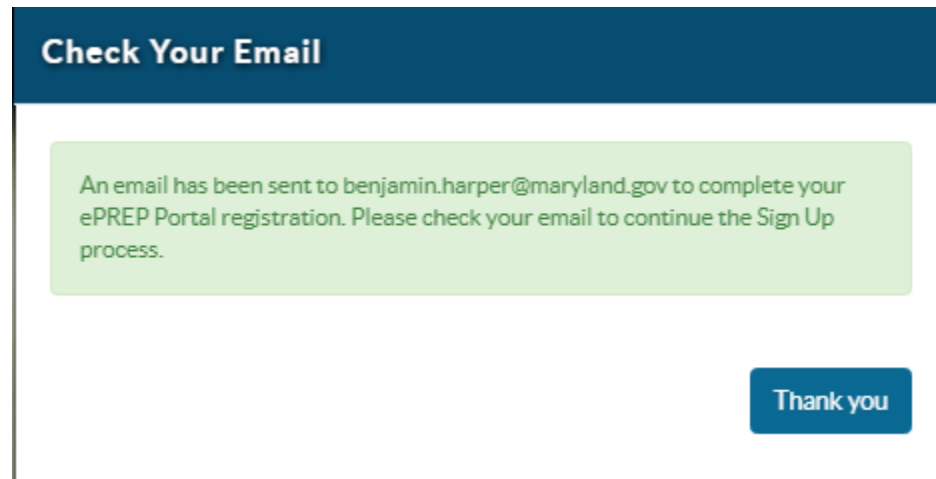
[Select Recovery Question 3] ▼

☐ Use my Sign Up email for password recovery

Recovery email address
E-mail

Previous **Sign Up**

STEP 4: Once the questions are answered, click “Sign Up.” ePREP then asks you to check your email to complete your registration.



STEP 5: ePREP will send you an email to the address you provided. Open the email with the email subject line “ePREP Portal – Activation” In the text of the email, select the “ePREP Portal Activation” link.

Welcome to the DHCS Maryland Department of Health ePREP Portal!
To complete your registration process select the hyperlink below within 30 days of the receipt of this activation email.

[ePREP Portal Activation](#)

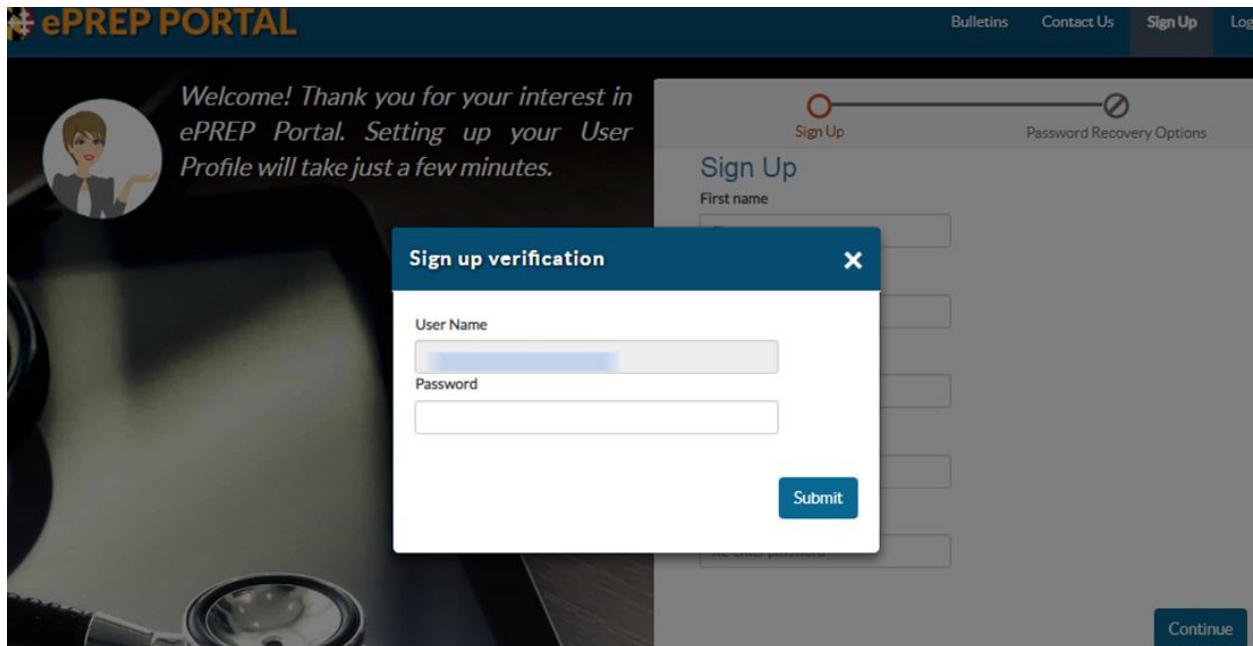
Sincerely,

ePREP Portal Administration

To review Maryland Department of Health's Internet Policies and Procedures select, [MDH Policy/Procedure](#)

Please note: This e-mail was sent from an auto-notification system that cannot accept incoming e-mail. Please do not reply to this message.

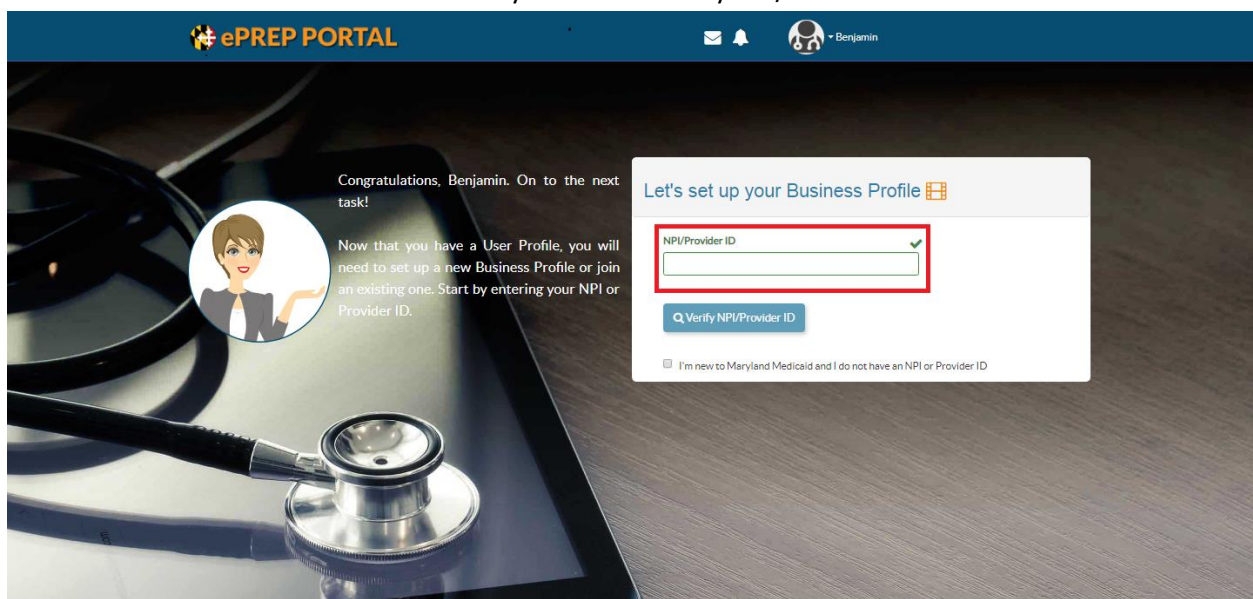
STEP 6: Once you select the link, ePREP will open in a new tab and a pop-up will appear labeled “Sign up verification.” Enter your password and click Submit



The screenshot shows the ePREP PORTAL interface. At the top, there's a navigation bar with "Bulletins", "Contact Us", "Sign Up", and "Log". A welcome message on the left says, "Welcome! Thank you for your interest in ePREP Portal. Setting up your User Profile will take just a few minutes." A "Sign Up" button is visible. A "Sign up verification" pop-up is centered, containing fields for "User Name" and "Password", and a "Submit" button. In the background, a "Sign Up" form is partially visible with fields for "First name" and "Password Recovery Options". A "Continue" button is at the bottom right.

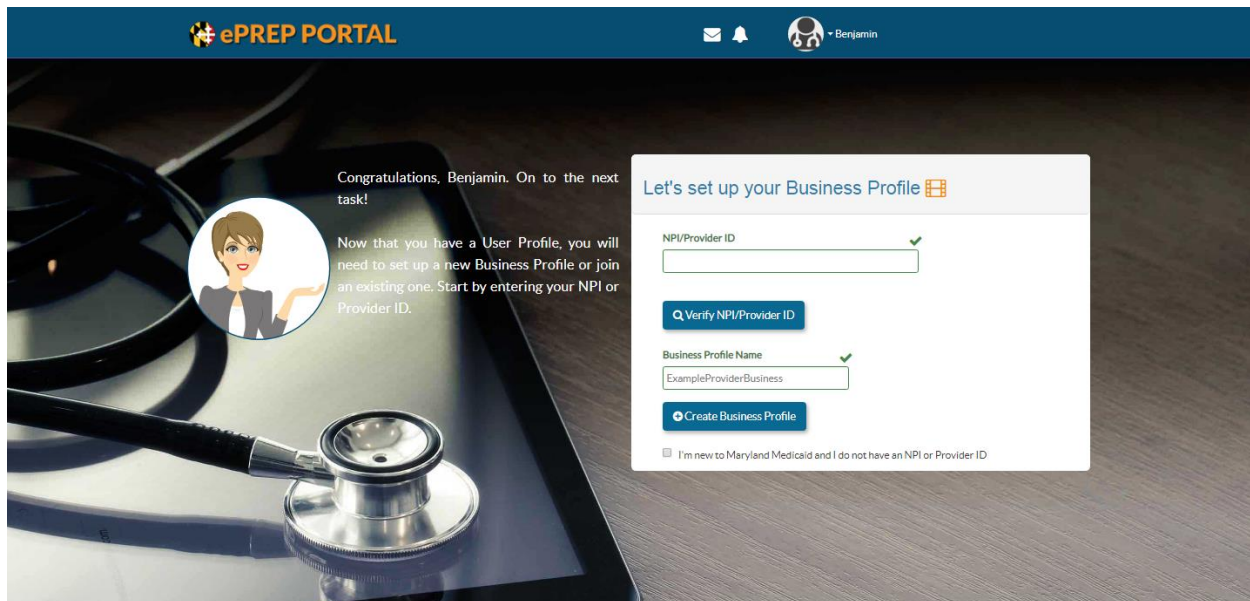
STEP 7: Continue onto STEP 8 to complete set up for the Facility. You will now continue with the instructions for ***Creating a Business Profile For A Group.***

STEP 8: Enter the NPI number of the facility and select Verify NPI/Provider ID.



The screenshot shows the ePREP PORTAL interface. At the top, there's a navigation bar with "ePREP PORTAL", a mail icon, a bell icon, and a user profile icon labeled "Benjamin". A congratulatory message on the left says, "Congratulations, Benjamin. On to the next task!" and "Now that you have a User Profile, you will need to set up a new Business Profile or join an existing one. Start by entering your NPI or Provider ID." A "Let's set up your Business Profile" pop-up is centered, containing a field for "NPI/Provider ID" with a checkmark icon, a "Verify NPI/Provider ID" button, and a checkbox labeled "I'm new to Maryland Medicaid and I do not have an NPI or Provider ID".

STEP 9: With the NPI you entered, select *verify NPI/Provider ID* in the first box. Next, enter your business profile name associated with the NPI. Then, click “Create Business Profile.”



The screenshot shows the ePREP PORTAL interface. The header includes the ePREP PORTAL logo, a notification bell, and a user profile for Benjamin. The main content area features a congratulatory message from a virtual guide (Lucy) and a form titled "Let's set up your Business Profile". The form has two input fields: "NPI/Provider ID" and "Business Profile Name". The "NPI/Provider ID" field has a green checkmark and a "Verify NPI/Provider ID" button. The "Business Profile Name" field has a green checkmark and a "Create Business Profile" button. Below the form is a checkbox labeled "I'm new to Maryland Medicaid and I do not have an NPI or Provider ID".

STEP 10: The next page will be the ePREP dashboard page to access your applications, accounts, and other resources.



STEPS FOR ENROLLING PRACTITIONERS

PT 91 provider set up and initiating affiliation with Rendering Provider* (PT 17 Speech Language Pathologist example) Other provider types allowed to be enrolled include the following:

- **Physicians (Psychiatrists)**
- **Psychologists (Clinical)**
- **Licensed Certified Social Workers – Clinical**
- **Nurse Psychotherapists**
- **Audiologists**
- **Physical Therapists**
- **Occupational Therapists**
- **Speech Language Pathologists**
- **Dietitians/Nutritionists**

Provider types that Maryland Medicaid does not enroll include:

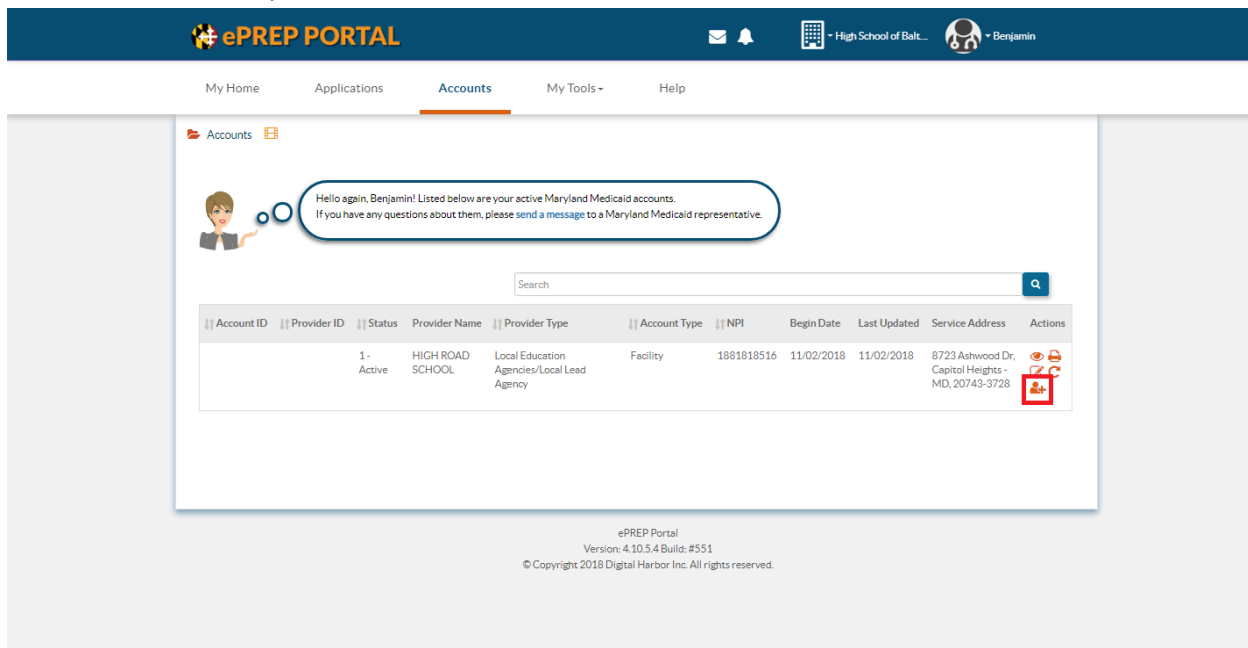
- **Teachers**
- **Registered nurses**
- **Social workers (unlicensed)**
- **School psychologists (unlicensed)**
- **Physical Therapy Assistants**
- **Occupation Therapy Assistants**
- **Speech Language Pathology Assistants**

***Note: Facilities are required to enroll licensed practitioners who will be listed as Referring providers on claim submissions. Such providers are called “Rendering” providers in ePREP.**

STEP 11: When you arrive on the ePREP portal home page, select My Accounts from the menu.



STEP 12: Once you reached the My Accounts menu, under the actions tab on the Account info, select the “Add Affiliation” symbol.



STEP 13: On the Account Affiliations page, click “Add Affiliation.” This will bring you to a pop-up screen where you can enter the affiliated NPI. This is where you will add the Licensed Practitioner NPI to affiliate. After you enter the NPI, click “verify.”

The image displays two screenshots of the ePREP PORTAL interface, specifically the Account Affiliations page.

Top Screenshot: The page header shows the ePREP PORTAL logo, a user profile for Benjamin, and a location dropdown set to High School of Balt... The main content area is titled "Account Affiliations" and includes a sidebar with "Content" (Business Information, Practice Information, Disclosure Information) and "Other Options" (Account History, Account Affiliations). The main content area contains a search bar, a table with columns: Account ID, Provider ID, Rendering Name, NPI, Provider Type, Affiliation Status, and Actions. The table currently shows "No data available in table". A red box highlights the "Add Affiliation" button in the top right corner of the main content area.

Bottom Screenshot: This screenshot shows the same page with a "Create Affiliation Application" pop-up form open. The form prompts the user to "Enter the provider's NPI you would like to affiliate with:". It features a text input field for the "National Provider Identification (NPI)" and a "Verify" button. A red box highlights the input field, which shows a "value is required" error message. The background page is dimmed.


STEP 14: Once the provider's NPI is verified, start a new application for the rendering provider by checking "Yes" then Continue.





The screenshot shows a web portal interface with a modal dialog box titled "Create Affiliation Application". The dialog box has a dark blue header with a close button (X) in the top right corner. The main content area is white and contains the following elements:

- A text prompt: "Enter the provider's NPI you would like to affiliate with:"
- A label: "National Provider Identification (NPI)"
- A text input field containing the value "1851509285".
- A blue button with a white plus sign and the text "+ Verify", which is highlighted with a red rectangular box.
- A message: "The NPI you entered is not enrolled in Maryland Medicaid. Would you like to start a new application for this rendering provider."
- Two radio buttons: "Yes" (which is selected and highlighted with a red rectangular box) and "No".
- A blue button with a white right-pointing arrow and the text "Continue", which is also highlighted with a red rectangular box.

The background of the portal is dimmed and shows various text elements, including "PORTAL" in large orange letters, "100011002", "ie: HIGH ROAD SCH", "Local Education Ag", "8516", "Expand A", "mation", "mation", "ormation", "To remove an affiliation, please select the trash icon from the provider record you would like to disaffiliate. You v", "submit a Disaffiliation form.", "School of Balt...", "e: 11/02/2018", "Date: 11/02/2018", "ess: 8723 Ashwoo", "20743-3728", "r, Capitol Heights -", "dd Affiliation".

STEP 15: Confirm the Licensed Practitioner's name is correct on the next page before selecting continue at the bottom right corner. It is okay if the taxonomy code is not correct or cannot be confirmed at this point.



 High School of Balt... Benjamin

[My Home](#) [Applications](#) [Accounts](#) [My Tools](#) [Help](#)

Start Application

Provider Type

Summary

We found the following records from NPPES. The following records will be used to create a new rendering affiliation application. Select Continue to create an affiliation application using this record or Cancel to close this window.

National Provider Identification (NPI)	1851509285
Type	1-Individual
First name	MOLLY
Last name	
Taxonomy Code(s)	235Z00000X
NPPES address (registered)	5458 TOWN CENTER RD STE 10 BOCA RATON, FL 334861026

Cancel

Continue

STEP 16: You can select the Rendering provider type from the drop down menu on the next page. For example: Speech/Language Pathologist, then select Continue. Provider types to be enrolled include physicians (psychiatrists), psychologists (clinical), licensed social workers – clinical, nurse psychotherapists, licensed certified professional counselors, audiologists, physical therapists, occupational therapists, speech language pathologists, dietitians/nutritionists. Maryland Medicaid does not enroll teachers, registered nurses, social workers (unlicensed), school psychologists (unlicensed), psychical therapy assistants, occupation therapy assistants, and speech language pathology assistants.

ePREP PORTAL

My Home Applications Accounts My Tools Help

Start Application **Provider Type** Summary

Now, choose one of the following options and specify your **provider type** from the drop-down list. Then select **Continue** when you're finished.

Select your Rendering provider type

- [Select a Provider Type]
- ABA Services
- Audiology Provider
- Certified Professional Counselor
- Nurse Practitioner
- Occupational Therapist
- Physical Therapist
- Physician
- Physician Assistant
- Social Worker
- Speech/Language Pathologist**

Continue

ePREP Portal
Version: 4.10.5.9 Build: #556
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STEP 17: You can confirm the information is correct for both the Facility Billing Provider and the affiliated Rendering Provider information on the next page. It will be important for both the administrator in charge of Facility Provider information and the Rendering provider to be consistent with the submitted information.

The screenshot shows the 'ePREP PORTAL' interface. At the top, there's a navigation bar with the portal name, a location dropdown set to 'High School of Balt...', and a user profile for 'Benjamin'. Below the navigation bar, a message says 'Let's review the information you provided to avoid any mistakes.' The main section is titled 'Affiliate Application Summary' and states 'The following Affiliate application will be created:'. It contains two tables of information, each with a green checkmark in the right column indicating successful verification.

Group Billing Provider Information		
National Provider Identifier (NPI)	1881818516	✓
Provider legal name	HIGH ROAD SCHOOL	✓
Provider type	Local Education Agencies/Local Lead Agency	✓
Service address	8723 Ashwood Dr, Capitol Heights - MD, 20743-3728	✓

Rendering Provider Information		
National Provider Identifier (NPI)	1851509285	✓
Provider legal name	MOLLY	✓
Provider type	Speech/Language Pathologist	✓
Application type	New Rendering application	✓

Below the tables, a note states: 'In order to submit this Affiliate application, electronic counter signatures are required from both the Rendering provider and Group Billing provider.' At the bottom of the page are two buttons: '← Previous' and 'Continue →'.

STEP 18: A pop up window will come up. Select “Create Affiliate Application.”

This screenshot shows the same 'ePREP PORTAL' interface as before, but with a modal pop-up window titled 'New Affiliate Application' in the foreground. The pop-up contains the following text: 'An Affiliate application will be created between you and HIGH ROAD SCHOOL. To be able to submit this Affiliate application, electronic counter signatures are required from both you and HIGH ROAD SCHOOL.' At the bottom of the pop-up are two buttons: '✓ Create Affiliate Application' (in blue) and '✗ Cancel' (in red). The background content of the portal is dimmed.

STEP 19: You will be brought to a page containing all Facility Provider Information and the Rendering Provider information. Start under the Group Info tab and select “Business Information” to confirm the Facility’s Profile information and Service Address of the affiliated Rendering Provider. Then, click continue to go to the next page.

*The circles on the Tabs next to the title indicate progress toward completion for that section. A filled circle means that section is complete.

Profile Information page:

ePREP PORTAL

Group Info Expand All

- Business Information ●
- Profile Information ○
- Service Address ●
- Group Signature ●

Rendering Info Expand All

- Getting Started ●
- Profile Information ○
- Business Information ○
- Practice Information ○
- Disclosure Information ○
- Rendering Signature ○
- Submit Application ○

Profile Information

Hi HIGH ROAD SCHOOL. Please review the accuracy of the information belonging to the affliator application.

Account ID		✓
Provider name	HIGH ROAD SCHOOL	✓
Provider type	Local Education Agencies/Local Lead Agency	✓
National Provider Identification (NPI)		✓

[Continue →](#)

Service Address Page:

Group Info Expand All

Business Information

Profile Information

Service Address

Group Signature

Rendering Info Expand All

Getting Started

Profile Information

Business Information

Practice Information

Disclosure Information

Rendering Signature

Submit Application

Service Address

Please review the Rendering information belonging to Molly

Service Address

Listed is the service address where MOLLY ABITBOL will provide services.

Account ID	NPI	Service Address
100011002	1881818516	8723 Ashwood Dr, Capitol Heights - MD, 20743-3728

Below are additional service addresses associated with the NPI **1881818516**.
Please indicate if MOLLY will also provide services to MDH Maryland Medicaid beneficiaries at any of these locations.

Select All

Clear All

Account ID	Service Address
No service addresses are listed.	

Print

Share

Help

High School of Balt...

Benjamin

Provider Name: [Redacted]

12% Complete

0% Documents

Provider Type: Speech/Language Pathologist

12%

0%

Application ID: 1811HQ7F

New Message

Submit

Creation Date: 11/30/2018

Send to Rendering

Package Type: Rendering Provider

Group Info
Expand All

Business Information

Group Signature

Electronic Signature

Rendering Info
Expand All

Getting Started

Profile Information

Business Information

Practice Information

Disclosure Information

Declarations
Electronic Signature
Summary

You're almost ready to sign your application!

Even though you have access to agree to these declarations, you might not meet the requirements to sign on behalf of the Group because you're not authorized or aren't an approved Delegated Official.

To prevent a Return to Provider (RTP), make sure you have already been disclosed and approved as a Delegated Official or someone with ownership or control interest in your Group.

☒ I, Benjamin, declare under penalty of perjury under the laws of Maryland that the foregoing information and the information on all attachments is true, accurate and complete, to the best of my knowledge and belief, and that I am authorized to sign this application pursuant to State Regulations.

Previous
Continue

STEP 21: On the Electronic Signature section, enter the last four digits of your Social Security Number (SSN), Year of Birth, and login password. Check the electronic signature agreement box before continuing.

High School of Balt... Benjamin

Group Info

Business Information

Group Signature

Electronic Signature

Rendering Info

Getting Started

Profile Information

Business Information

Practice Information

Disclosure Information

Rendering Signature

Submit Application

Declarations

Electronic Signature

Summary

Now to complete the e-Signature process, I need to verify your personal information.

After agreeing to the declaration, make sure your Social Security Number and Date of Birth are identical to what you have already disclosed to Maryland Medicaid as someone who has ownership or control interest in the Group.

Please treat this section the same way as if you were using your PIN at an ATM.

If you need help with this section, please watch this In-Context Tutorial about e-signing a Group application.

☒ I, Benjamin § 21-208.

. agree that my electronic signature is attributable as defined in Commercial Law Article

SSN (last 4 digits)

###-##-____

value is required

Year of birth

##/##/____

value is required

Email address

benjamin.harper@maryland.gov

Password

value is required

Previous

Continue

STEP 22: To complete the Group Signature for the Facility, review the information provided on the summary page. Check both of the checkboxes to agree. Once completed, go to the Rendering Info tab to the left of the page.

* Fill out the licensed practitioner's information under Rendering Info tab on this application first before clicking "Send to Rendering" to send the application to the Rendering Provider.

High School of Balt... Benjamin

Rendering Signature

Submit Application

the Maryland Medicaid Provider Agreement.

☒ I, , declare under penalty of perjury under the laws of Maryland that the foregoing information and the information on all attachments is true, accurate and complete, to the best of my knowledge and belief, and that I am authorized to sign this application pursuant to State Regulations.

☒ E-Signature

Edit

☒ I, , agree that my electronic signature is attributable as defined in Commercial Law Article § 21-208.

SSN (last 4 digits)###.##.***3

Year of birth###/****4

Email address

PasswordVerified

Previous

Send to Rendering

17

STEP 23: The next steps cover filling out the Rendering Provider information. Under Rendering Info, select “Profile Information,” then fill in all rendering provider information. Click the Continue button to move to the next tab.

The screenshot shows the ePREP PORTAL interface. The left sidebar has a 'Rendering Info' section with 'Profile Information' selected. The main content area is titled 'Profile Information' and contains a message: 'Please take a few minutes to fill out some personal information to continue with your application.' The form fields include: Prefix (dropdown), First name, Middle name, Last name, Suffix (dropdown), Professional title (dropdown), Gender (dropdown), Date of birth (calendar icon), Email address, and a checkbox for 'Has the individual completed cultural competence training?'. There are 'Previous' and 'Continue' buttons at the bottom.

STEP 24: Next, click on the business information tab. Confirm the contact person information. Then, continue.

The screenshot shows the ePREP PORTAL interface. The left sidebar has a 'Business Information' section with 'Contact Person' selected. The main content area is titled 'Contact Person Information' and contains a message: 'Who should I contact if I have questions about your application? Please choose a contact person who will be available during regular business hours.' The form fields include: First name, Last name, Title/Position, Business number, Extension, Fax Number, and Correspondence email address. There are 'Previous' and 'Continue' buttons at the bottom.

STEP 25: Under Practice Information, you will need to complete “Individual License & Certifications” and “NPI/Taxonomy/Specialty.” Attach all professional license and certifications. Once these are completed, continue.

ePREP PORTAL High School of Balt... Benjamin

Group Info Expand All

- Business Information
- Group Signature

Rendering Info Expand All

- Getting Started
- Profile Information
- Business Information
- Practice Information
- Individual Licenses & Certifications
- NPI/Taxonomy/Specialty
- Disclosure Information

Individual Licenses & Certifications Summary

Here's where you can attach all of your professional licenses and certificates. Please provide **clear copies** so my analysts can read them.

Add

Type	State/Province	Document number	Effective date	Expiration date	Attached	Actions
No licenses or certificates are listed						

Previous Continue

ePREP PORTAL High School of Balt... Benjamin

NPI/Taxonomy/Specialty Summary

Great work! Now let's check the NPI number you provided and verified when you created your application. Then enter your taxonomies. Don't forget to have ready a Primary Taxonomy Code.

National Provider Identification (NPI)

Associated Taxonomy Codes

Add

Description	Taxonomy Code	Type	Actions
Speech-Language Pathologist	100X	Primary	

Associated Specialty Codes

Add

Specialty Code	Description	Type	Actions
209	SPEECH/LANGUAGE PATHOLOGIST	Secondary	

Previous Continue

STEP 26: Fill out the Disclosure Information tab. Complete “Adverse Actions” and “Fines and Debts (Gov.)” Then, click “Continue” to move to Rendering Signature page.

The screenshot shows the ePREP PORTAL interface. The top navigation bar includes the portal logo, user information (High School of Balt..., Benjamin), and communication icons (email, notifications). The left sidebar contains two main sections: 'Group Info' and 'Rendering Info'. Under 'Group Info', there are links for 'Business Information' and 'Group Signature'. Under 'Rendering Info', there are links for 'Getting Started', 'Profile Information', 'Business Information', 'Practice Information', 'Disclosure Information', 'Adverse Actions', 'Fines and Debts (Gov.)', 'Rendering Signature', and 'Submit Application'. The 'Disclosure Information' section is expanded, showing a progress bar with 'Fines and Debts (Gov.)' as the current step. The main content area for 'Fines and Debts (Gov.)' includes a helpful message about disclosing fines or debts related to Medicare, Medicaid, or other federal/state health care programs. Below this, there is a checkbox option: 'This business has no current State or Federal government Fines/Debts'. An 'Add' button is present. A table with columns 'Type', 'Agency Name', 'Amount', 'Date Issued', 'Date to be Paid-in-full', 'Documents', and 'Actions' is shown, currently displaying 'No Fines/Debts listed'. At the bottom, there are 'Previous' and 'Continue' buttons. The 'Continue' button is highlighted with a red box.

Group Info Expand All

- Business Information
- Group Signature

Rendering Info Expand All

- Getting Started
- Profile Information
- Business Information
- Practice Information
- Disclosure Information
- Adverse Actions
- Fines and Debts (Gov.)
- Rendering Signature
- Submit Application

Fines and Debts (Gov.) Summary

If you have any fines or debts to any organization related to Medicare, Medicaid or any other federal or state health care programs, please let me know of your payment arrangements.

List below fines/debts due and owing by applicant/provider to any federal, state, or local government that relate to Medicare, Medicaid and all other federal and state healthcare programs that have not been paid and what arrangements have been made to fulfill the obligation(s).

☐ This business has no current State or Federal government Fines/Debts

Add

Type	Agency Name	Amount	Date Issued	Date to be Paid-in-full	Documents	Actions
No Fines/Debts listed						

Previous Continue

STEP 27: As part of the Rendering Signature process, the Maryland Medicaid Provider Agreement will need to be reviewed before continuing. Under the Rendering signature tab, a hyperlink “Maryland Medicaid Provider Agreement” will be highlighted. Click on this link and review the agreement. Then, the checkboxes can be checked off. The boxes cannot be checked until the Agreement is reviewed.

Group Info Expand All

- Business Information
- Group Signature

Rendering Info Expand All

- Getting Started
- Profile Information
- Business Information
- Practice Information
- Disclosure Information
- Rendering Signature
- E-Signature
- Submit Application

Declarations E-Signature Summary

You're almost ready to sign your application!

Even though you're completing and submitting this Affiliate application through ePREP Portal, and not on paper, your signature is still required. Using the electronic signature feature, you can submit this application just like your handwritten signature.

Before checking the declarations below, please read the Maryland Medicaid Provider Agreement.

Please note that in order to continue with the e-Signature process, you must read the Provider Agreement.

[Maryland Medicaid Provider Agreement](#) review is required

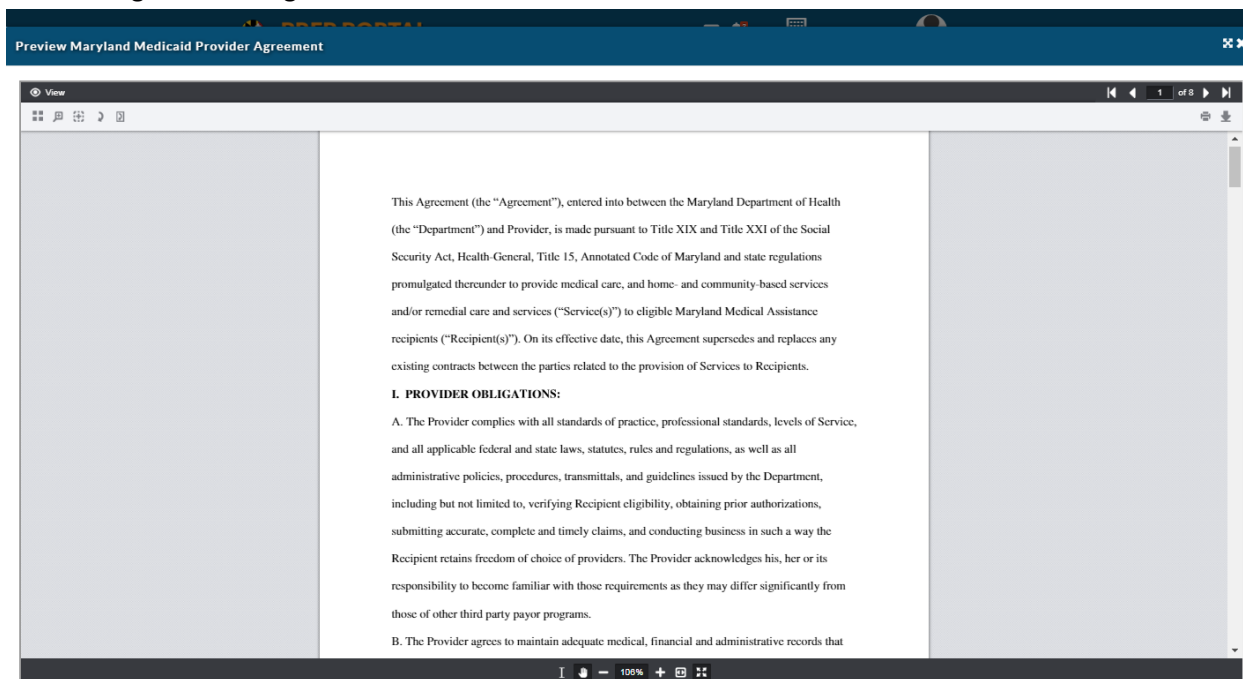
I, I, have read, understood, and agree with the terms of the Maryland Medicaid Provider Agreement. value is required

I, have reviewed my application and believe all information and attachments are correct to the best of my knowledge. value is required

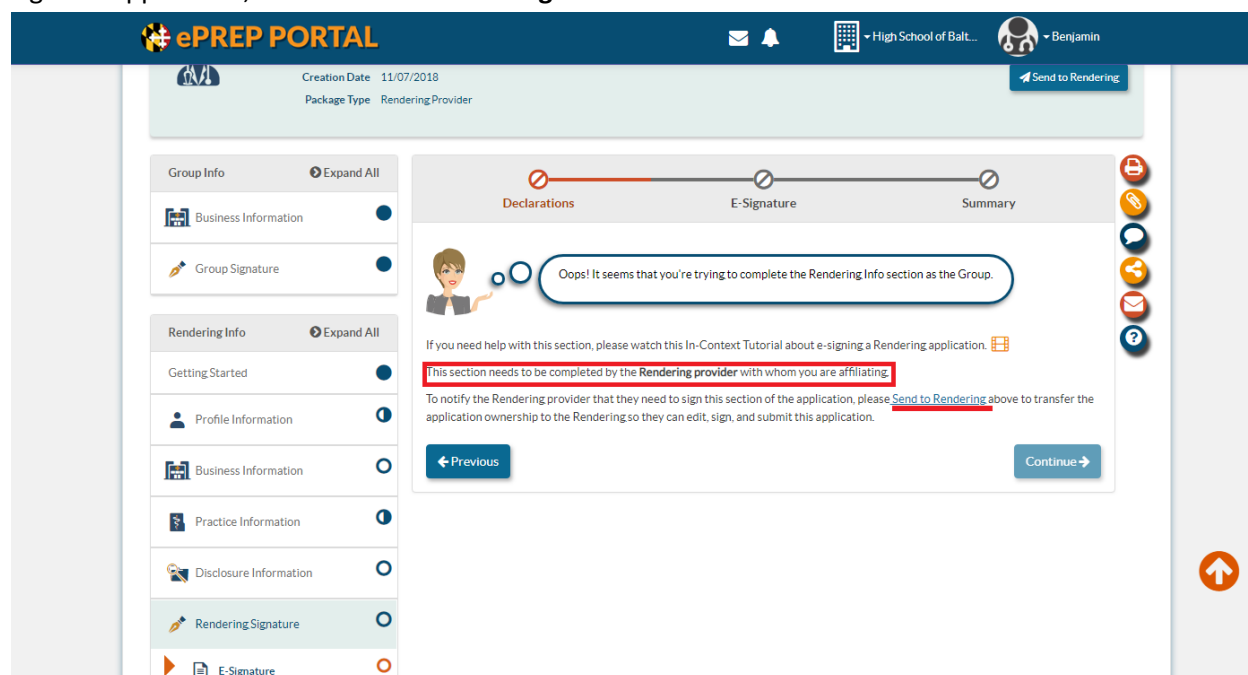
I, declare under penalty of perjury under the laws of Maryland that the foregoing information and the information on all attachments is true, accurate and complete, to the best of my knowledge and belief, and that I am authorized to sign this application pursuant to State Regulations. value is required

Previous Continue

Provider Agreement Page:

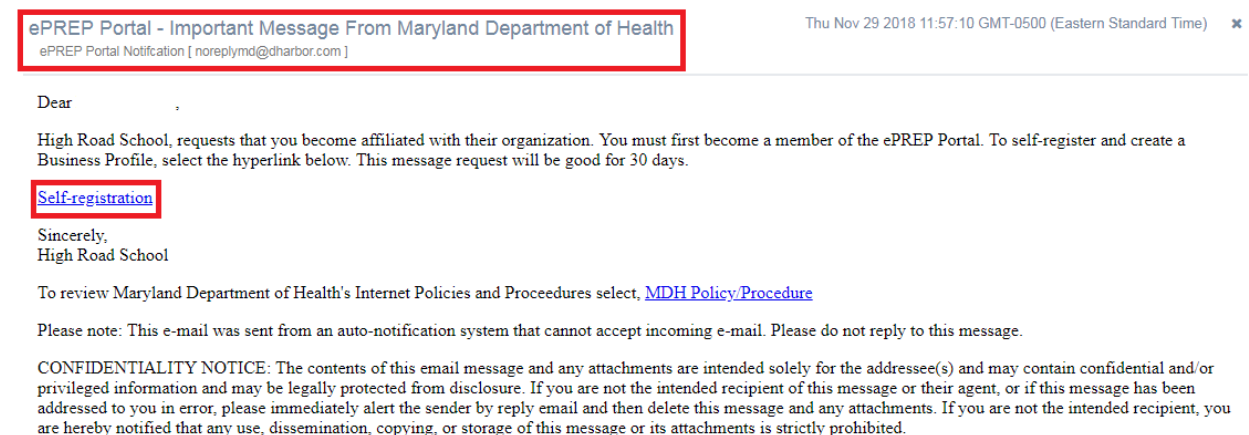


STEP 28: To complete the application, you will need to send the application in-progress to the rendering provider for the provider to sign. Click the "Send to Rendering" link in the text of the page. You may first fill in the rendering provider information for your affiliated provider, but you will *not* be able to sign the application for the Rendering Provider. When you are ready for the rendering provider to review and sign the application, click **"Send to Rendering."**



The next section instructs the Rendering Provider how to set up a user profile and grant user privileges to the Facility Administrator. This will allow the Facility Administrator to access the Rendering Provider's business profile, and submit supplemental changes on the provider's behalf.

STEP 1: After the Facility Administrator sends the invitation to the Rendering Provider. The Rendering Provider will receive an email with subject "ePREP Portal – Important Message From Maryland Department of Health" Then in the body of the text, select the "Self-registration" link.



STEP 2: This will bring the provider to the ePREP Portal to "Sign Up" ePREP asks you to enter your personal information. Once entered, select "Continue."

The image shows the ePREP Portal Sign Up page. The header includes the ePREP PORTAL logo and navigation links for Bulletins, Contact Us, Sign Up, and Login. A welcome message on the left says, "Welcome! Thank you for your interest in ePREP Portal. Setting up your User Profile will take just a few minutes." The main form area is titled "Sign Up" and includes fields for First name (Molly), Last name (Abitbol), Phone number, Email address (exampleemail@mailinator.com), Password, and Re-enter password. Each of these fields has a "value is required" error message. At the bottom, there is a checkbox for "I'm not a robot" and a reCAPTCHA logo. A "Continue" button is located at the bottom right of the form.

STEP 3: The next screen will list password recovery questions. Provide corresponding answers to the questions you select and enter your recovery email address. Then select “Sign Up.”

* NOTE: MDH recommends using a separate email address for the recovery email address when possible.

ePREP PORTAL Bulletins Contact Us Sign Up Login

Just in case you forget your password (we're all bound to at some point) I will need some help verifying who you are. Please answer some recovery questions.

Password Recovery

Sign Up Password Recovery Options

Select a question you will easily remember in case you need to recover your password. Each question can be used once.

What is your favorite movie?

[Select Recovery Question 1]

What is your favorite movie?

- What is the name of your first school?
- What was your high school mascot?
- What high school did you attend?
- What is the name of your first grade teacher?
- In what city were you born?
- What is your father's middle name?
- What is the name of your favorite pet?
- Who is your favorite actor, musician, or artist?
- When is your anniversary?
- What was your favorite place to visit as a child?
- What was the make of your first car?
- Which phone number do you remember most from your children?
- What street did you grow up on?
- What is the name of your first love?
- What is your mother's maiden name?

Recovery email address

E-mail

Previous Sign Up

STEP 4: Once the questions are answered, click “Sign Up.” ePREP then asks you to check your email to complete your registration.

Check Your Email

First name

An email has been sent to exampleemail@mailinator.com to complete your ePREP Portal registration. Please check your email to continue the Sign Up process.

Thank you

Re-enter email address

exampleemail@mailinator.com

STEP 5: ePREP will send an email to the address you provided. Open the email with the email subject line “ePREP Portal – Activation” In the text of the email, select the “ePREP Portal Activation” link.

ePREP Portal - Activation

ePREP-MDH@dharbor.com [ePREP-MDH@dharbor.com]

Thu Nov 29 2018 12:10:01 GMT-0500 (Eastern Standard Time) ✕

Dear Molly,

Welcome to Maryland Department of Health ePREP Portal!

To complete your registration process select the hyperlink below within 30 days of the receipt of this activation email.

[ePREP Portal Activation](#)

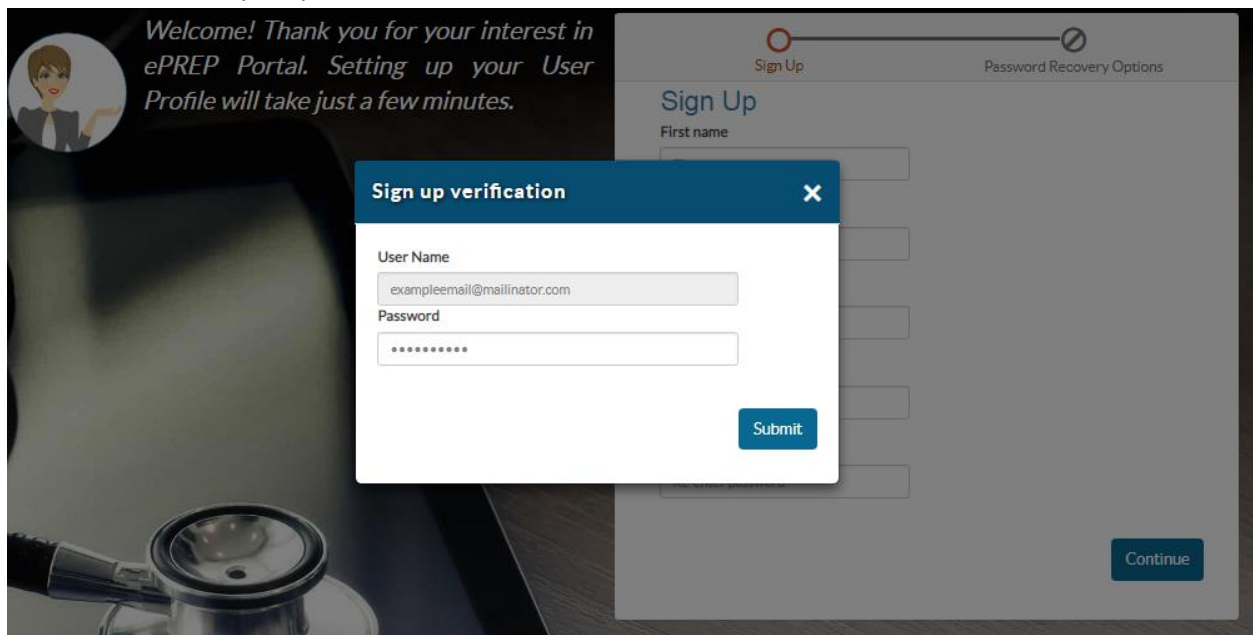
Sincerely,

ePREP Portal Administration

To review Maryland Department of Health's Internet Policies and Procedures select, [MDH Policy/Procedure](#)

Please note: This e-mail was sent from an auto-notification system that cannot accept incoming e-mail. Please do not reply to this message.

STEP 6: Once you select the link, ePREP will open in a new tab and a pop-up will appear labeled “Sign up verification.” Enter your password and click Submit.



Welcome! Thank you for your interest in ePREP Portal. Setting up your User Profile will take just a few minutes.

Sign up verification ✕

User Name
exampleemail@mailinator.com

Password

Submit

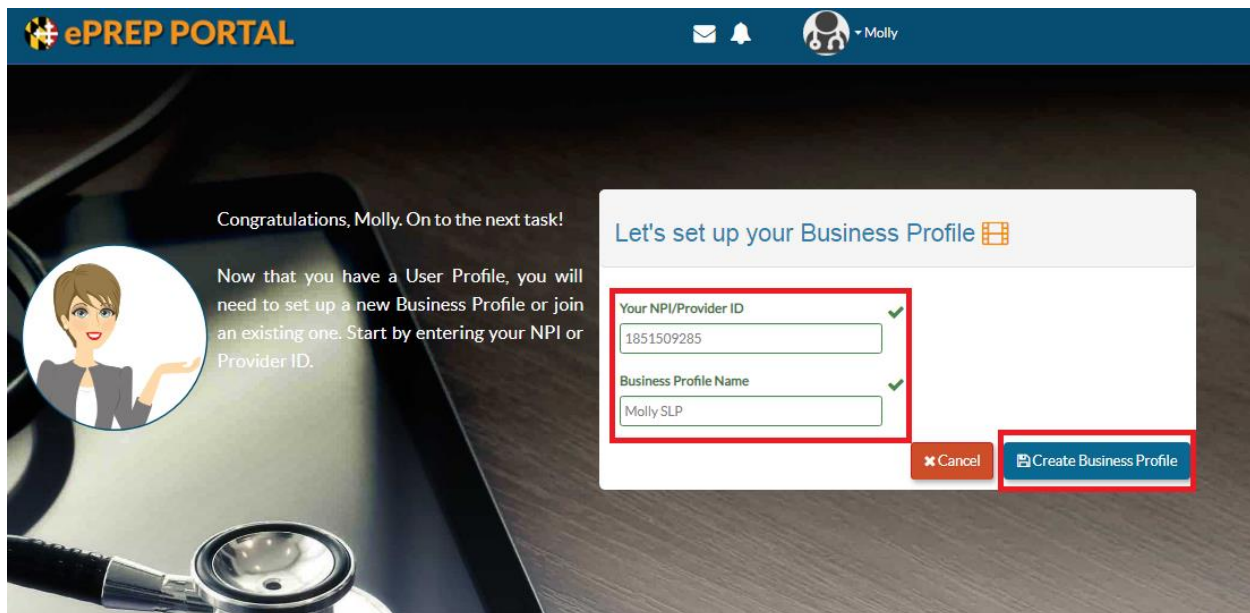
Sign Up

First name

Continue

STEP 7: You will now continue with the instructions for **Creating a Business Profile For A Group**. Enter your NPI number the “Your NPI/Provider ID” box. Then, enter the “Business Profile Name”. Select Create

Business Profile.



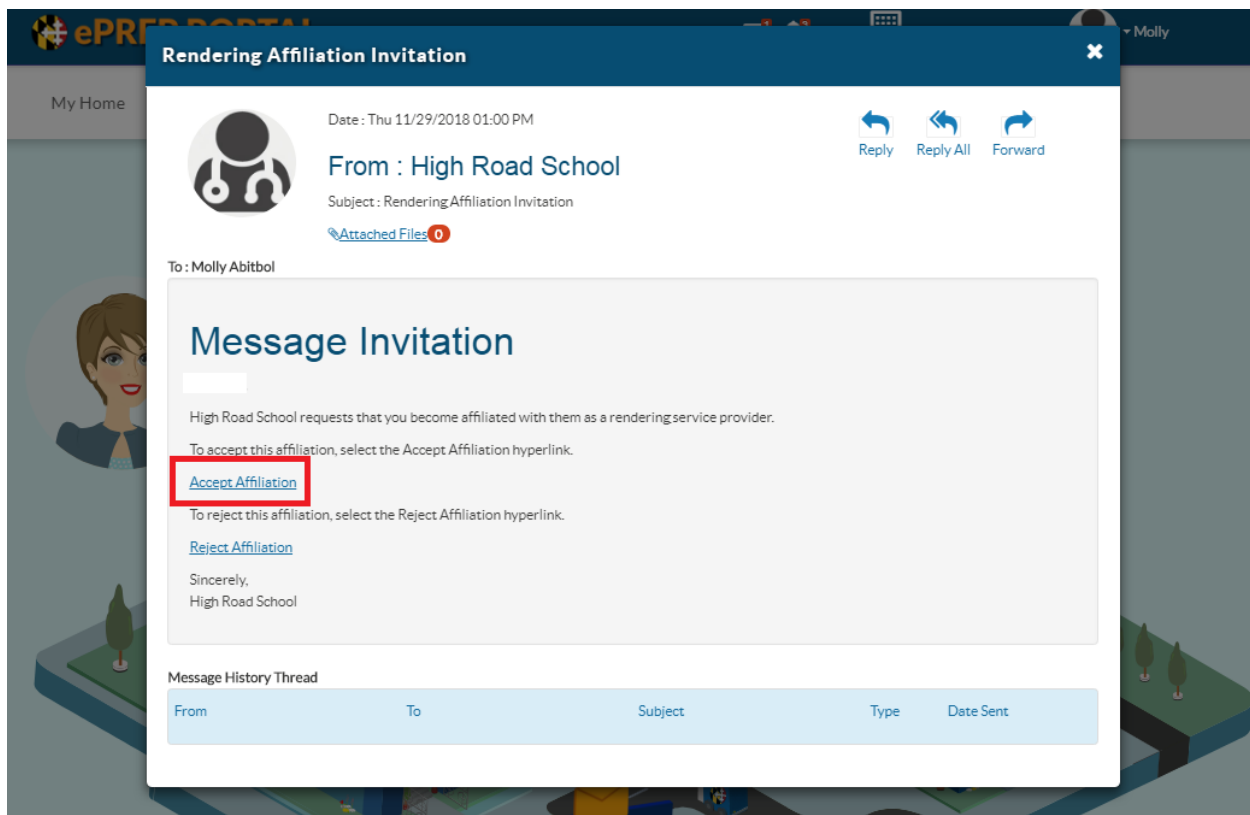
The screenshot shows the ePREP PORTAL interface. At the top, there's a navigation bar with the portal logo, a mail icon, a bell icon, and a user profile icon labeled 'Molly'. Below the navigation bar, a congratulatory message reads: 'Congratulations, Molly. On to the next task!'. To the left of the message is a circular profile picture of a woman. The main content area is titled 'Let's set up your Business Profile' with a calendar icon. It contains a form with two fields: 'Your NPI/Provider ID' with the value '1851509285' and a green checkmark, and 'Business Profile Name' with the value 'Molly SLP' and a green checkmark. Below the form are two buttons: 'Cancel' and 'Create Business Profile', both highlighted with red boxes.

Let's set up your Business Profile

Your NPI/Provider ID

Business Profile Name

STEP 8: The next page will bring you to the ePREP main home page with a pop-up window “Rendering Affiliation Invitation”. In the text of the message, accept the affiliation by clicking the “Accept Affiliation” link.



The screenshot shows a pop-up window titled 'Rendering Affiliation Invitation' over the ePREP PORTAL background. The window has a header bar with a close button. Below the header, there's a message from 'High Road School' dated 'Thu 11/29/2018 01:00 PM'. The subject is 'Rendering Affiliation Invitation'. There are icons for 'Reply', 'Reply All', and 'Forward'. Below the message header, there's a section titled 'Message Invitation'. The text inside says: 'High Road School requests that you become affiliated with them as a rendering service provider. To accept this affiliation, select the Accept Affiliation hyperlink.' The 'Accept Affiliation' link is highlighted with a red box. Below this, it says: 'To reject this affiliation, select the Reject Affiliation hyperlink.' and the 'Reject Affiliation' link is also present. The message ends with 'Sincerely, High Road School'. At the bottom of the window, there's a 'Message History Thread' table with columns: 'From', 'To', 'Subject', 'Type', and 'Date Sent'.

Rendering Affiliation Invitation

Date: Thu 11/29/2018 01:00 PM

From: High Road School

Subject: Rendering Affiliation Invitation

Attached Files 0

To: Molly Abitbol

Message Invitation

High Road School requests that you become affiliated with them as a rendering service provider.

To accept this affiliation, select the Accept Affiliation hyperlink.

[Accept Affiliation](#)

To reject this affiliation, select the Reject Affiliation hyperlink.

[Reject Affiliation](#)

Sincerely,
High Road School

Message History Thread

From	To	Subject	Type	Date Sent
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STEP 9: From the ePREP main home page, select the “My Tools” dropdown menu and choose “User Administration”

The screenshot shows the ePREP PORTAL main home page. The top navigation bar includes 'My Home', 'Applications', 'Accounts', 'My Tools', and 'Help'. The 'My Tools' dropdown menu is open, showing options: 'Document Library', 'User Administration' (highlighted with a red box), 'Auto-Populate Application', and 'Business Profile Settings'. The user profile information on the left includes: Provider Name: Elif Abell, Provider Type: Speech/Language Pathologist, Application ID: 1811PHTS, Creation Date: 11/07/2018, and Package Type: Rendering Provider. The main content area shows the 'Personal Information' tab selected, with a form to fill out personal information. A tooltip提示 says: 'Please take a few minutes to fill out some personal information to continue with your application.' The form fields include: Prefix (dropdown), First name, Middle name, Last name, Suffix (dropdown), and Professional title (dropdown). A 'Prefix' tooltip提示 says: 'Enter your Prefix. The Prefix is optional'.

STEP 10: In User Administration, click on “Invite User” to delegate privileges to a Facility administrator.

The screenshot shows the ePREP PORTAL User Administration page. The top navigation bar includes 'My Home', 'Applications', 'Accounts', 'My Tools', and 'Help'. The 'My Tools' dropdown menu is open, and 'User Administration' is selected. The page shows a message: 'Do you want to invite new members to the Business Profile? Select Invite Users. Do you want to change a member's privileges? Select the pencil icon and follow the prompts.' The 'Invite User' button is highlighted with a red box. Below the message is a table of users:

Name	Privilege Type	Status	Actions
Molly Abitbol	Administrator	Active	


STEP 11: Fill out the User Info for the facility administrator. Then, select continue.



The screenshot shows the ePREP PORTAL interface. The top navigation bar includes the portal logo, a notification bell, a Molly SLP profile icon, and a user profile icon labeled 'Molly'. Below this is a secondary navigation bar with links to 'My Home', 'Applications', 'Accounts', 'My Tools' (which is highlighted), and 'Help'. The main content area is titled 'User Administration' and features a progress bar with three steps: 'User Info' (active), 'Assign Privileges', and 'Summary'. Below the progress bar, a message states: 'Please complete the following user's information.' There are four input fields: 'First name' (filled with 'Benjamin'), 'Last name' (filled with 'Harper'), 'Email address' (filled with 'benjamin.harper@maryland.gov'), and 'Phone number' (empty). Each field has a green checkmark to its right. At the bottom left is a 'Previous' button, and at the bottom right is a 'Continue' button.


STEP 12: On the Assign Privileges section, use the dropdown "Privilege Type" menu to select "Administrator." This gives the user the most comprehensive set of privileges within the business profile.


The screenshot shows the ePREP PORTAL interface at the 'Assign Privileges' step. The top navigation bar is identical to the previous screenshot. The secondary navigation bar is also identical. The main content area is titled 'User Administration' and features a progress bar with three steps: 'User Info', 'Assign Privileges' (active), and 'Summary'. Below the progress bar, a message states: 'Benjamin Harper will always have the "User" Privileges Type rights to allow them to manage their own applications, messages, accounts, etc. To extend Benjamin Harper capabilities within Molly SLP profile select any type except "User".' There is a 'Privilege type' dropdown menu with 'Administrator' selected, highlighted by a red box, and a green checkmark to its right. Below this is a section titled 'Privileges' with a list of ten items, each preceded by a horizontal line: 'Benjamin Harper will be able to view all apps', 'Benjamin Harper will be able to e-sign on behalf of the provider', 'Benjamin Harper will be able to submit new applications', 'Benjamin Harper will be able to view all accounts', 'Benjamin Harper will be able to make changes to accounts', 'Benjamin Harper will be able to view Sensitive documents', 'Benjamin Harper will be able to view "Molly SLP" Profile's messages', 'Benjamin Harper can Manage the Business Profile', and 'Benjamin Harper can Manage the Document Library'.

STEP 13: The summary section will bring you to a page to review the information and privileges for the administrator. Review them and then select “Send Invitation.”





 Molly SLP

 Molly

My Home

Applications

Accounts

My Tools -

Help

User Administration

User Info

Assign Privileges

Summary

Before sending the invitation, please review the information below to confirm that everything is accurate. Once you are confident that the information is correct, select the *Send Invitation* action button.

First name: **Benjamin**

Last name: **Harper**

Email address: **benjamin.harper@maryland.gov**

Privilege type: **Administrator**

Privileges

Benjamin Harper will be able to view all apps
Benjamin Harper will be able to e-sign on behalf of the provider
Benjamin Harper will be able to submit new applications
Benjamin Harper will be able to view all accounts
Benjamin Harper will be able to make changes to accounts
Benjamin Harper will be able to view Sensitive documents

Benjamin Harper will be able to view "Molly SLP" Profile's messages
Benjamin Harper can Manage the Business Profile
Benjamin Harper can Manage the Document Library
Benjamin Harper can request active accounts from the Account Viewer
Benjamin Harper can remove MMIS originated accounts from the Account Viewer
Benjamin Harper can Manage user privileges for "Molly SLP" Profile
Benjamin Harper can Manage the Business Profile Settings
Benjamin Harper will be able to change application's Owner
Benjamin Harper can invite a user to become a Business Profile Guest

← Previous

Send Invitation

STEP 14: After sending the invitation to the facility administrator, you will be returned to the My Tools page.

ePREP PORTAL

My Home Applications Accounts **My Tools** Help

User Administration

Do you want to invite new members to the Business Profile? Select **Invite Users**.
Do you want to change a member's privileges? Select the **pencil icon** and follow the prompts.

[Invite User](#)

Name	Privilege Type	Status	Actions
Molly Abitbol	Administrator	Active	
Benjamin Harper	Administrator	Pending	

STEP 15: The Facility Administrator will receive an email with the subject “ePREP Portal – Request Invitation from [business profile name]” In the text of the email, the administrator will click on the “Open ePREP Portal Message” link.

ePREP Portal - Request Invitation From Molly SLP Inbox x

ePREP Portal Notification <noreplymd@dhabor.com> 1:09 PM (1 minute ago) ☆
to me ▾

Dear Benjamin Harper,

Molly SLP has requested that you become a member of the ePREP Portal.
Select the hyperlink below to open your pending message.
This request will be good for only 30 days.

[Open ePREP Portal Message](#)

If this email was unintentionally sent to you, simply disregard this message or delete it.

Sincerely,
Molly SLP

STEP 16: The link will bring the Facility Administrator to the Choose a Business Profile Page where Rendering Profile can be selected now.

